



October 14, 2011

From: Stephen T. Ayers, AIA, LEED AP
Architect of the Capitol

To: Members of Congress, Officers, and Congressional staff

Subject: Flag Office Services

Please note the following rules and information when ordering flags to be flown over the United States Capitol.

1. The flags and / or Flag Flying Fee Cards may be purchased at the following locations.

Senate Members

**Stationery Room
Room B-42
Dirksen Building
202-224-4771**

House Members

**Office Supply Service
Room B-217
Longworth Building
202-225-3321**

2. Each flag sent to the Flag Office to be flown over the U.S. Capitol must have a Flag Flying Fee Card included in order to be processed. The fee for this card is \$4.05.
3. Only the official 50-star U.S. flag or a past official U.S. flag will be flown (no state flags permitted). All flags must be made in the United States.
4. The Flag Office will accept requests to fly personal flags (not bought at the Stationery Room or Office Supply Service). When submitting these requests, this distinction should be noted clearly on the request form and brought inside the Flag Office by a member of your staff.
5. The turn-around time (the time between when the Flag Office receives the flag and when it is sent back to the Congressional office) is about two weeks, (weather permitting). **Flags are not flown on the following holidays; Thanksgiving, Christmas, and New Year's Day.** You may select a date on which the flag will be flown, but do not submit it more than two weeks in advance of selected date or it will be returned to your office, due to the lack of storage space in the Flag Office.

6. The largest flag size that can be flown over the United States Capitol is 8' x 12'.
7. When submitting flag requests from the House of Representatives, the Flag Office provides a ready to use PDF Flag Request Form, which can be found at www.capitolflags.gov. Please type your information directly on the form and print two copies, one for your records and one to be sent to the Flag Office with the flag and the Flag Flying Fee Card. Staple the Flag Flying Fee Card to the right side of the form. Attach the form to the front of the box with a rubber band. Please do **not** use tape.

When submitting flag requests from the United States Senate, please use forms provided in the Printing and Graphics and Direct Mail Office (SD-G82). If you choose to bypass Printing and Graphics and walk your flag to the Flag Office, you may use the PDF Flag Request Form at www.capitolflags.gov.

8. Personalized dedications are permitted, but limited to three hundred (300) characters.
9. For House Members, flags may be ordered in bulk (10 or more) from the Office Supply Service and sent directly to the Flag Office with the Flag Flying Fee Cards (one per flag). Make sure the form or letter accompanies the order, along with the information for the certificates. If your letter is not attached to the bulk order, all certificates will be typed with a standard statement indicating the flag was flown over the U.S. Capitol at the request of the Member.
10. With the discontinuation of the Congressional Page Program in the House of Representatives in August 2011, House staffers must pick up their office's flag orders at the Flag Office after they are flown. Flag Office staff will notify Members' offices only when they have four or more flags awaiting pick-up.
11. The Flag Office only processes Same Day Rush requests for funerals. Such requests should be dropped off prior to 12 p.m. to allow adequate time for processing. The flag will be available for pick-up after 3 p.m. **No request will be processed while you wait.**
12. Once the flags are processed, you will receive the original certificate along with a copy of the certificate. **Only one certificate per flag is allowed.** Please remember the **white copy is for your office records.**
13. Certificate correction requests may be faxed or brought to the Flag Office. When requesting a change in the dedication, the original certificate must accompany the request (if you fax the correction, you must bring the original when you pick up the corrected certificate). Certificate corrections may be picked up between 3 p.m. and 5 p.m.
14. The Flag Office is located in the basement of the Capitol Building, in Room HT-12. Hours of operation are Monday through Friday, 8:30 a.m. to 5 p.m. Phone: 202.228.4239. Fax: 202.228.4718.